



Deputy Chief Human Resources Officer

Reports to:	Chief Human Resources Officer	Job Code:	HR
Department:	Human Resources	Structure/Grade:	ASP
Division:	Human Resources	Workdays:	246
Retirement:	Teachers Retirement System		

Position Summary

The Deputy Chief Human Resources Officer (DCHRO) who reports to the CHRO will develop and implement a transformational set of services for the district that improves existing processes and systems. Reporting to the Chief Human Resources Officer (CHRO), the DCHRO supports the cross-functional planning, coordination, and implementation of policies and initiatives related to talent management, HR information systems, compensation, leave administration, and other core HR functions.

Supervisory Responsibilities

Strategic oversight for multiple departments and/or a major division or for the entire district. Provides strategic direction and develops long-range plans which impact multiple departments or divisions. Using in-depth knowledge of multiple disciplines, identifies and evaluates high-impact issues, and provides strategy and direction to a major functional area or multiple departments. Establishes programs and policies, and ensures integration of operational objectives across multiple, major departments, program areas and possibly

Essential Job Duties

Strategic Collaboration:

- Collaborate with the Chief Human Resources Officer and other district leaders to develop and implement strategic plans for human resources operations.
- Assist in aligning HR strategies with the overall educational goals and objectives of the district.

Departmental Oversight:

- Provide leadership and guidance to various HR departments, including talent management, employee services, onboarding and, leave administration, compensation, HR information systems, and related areas. Direct senior staff around problems, issues, program status, or activities.
- Ensure that each department operates efficiently and in accordance with district policies and regulatory requirements.

Project Management:

- Oversee and manage cross-functional priority projects within the scope of human resources. Coordinate with department heads and project teams to ensure timely and successful project completion.

Policy Development:

- Contribute to the development and implementation of policies and procedures related to human resources.
- Ensure that policies align with best practices, regulations, and the district's mission.



Deputy Chief Human Resources Officer

Budget Planning and Management:

- Collaborate with the CHRO in the development and management of budgets for HR services.
- Monitor departmental budgets, identify cost-saving opportunities, and ensure financial sustainability.
- Data Analysis and Reporting:
- Analyze data related to human resources operations to identify trends, assess performance, and make informed recommendations. Prepare reports for district leadership and the school board on the status of human resources initiatives.
- Performs other duties assigned.

Qualifications

- Master's degree in Human Resources, Education, Business Administration, or closely related field from a Professional Standards Commission approved accredited college or university required.
- Minimum ten (10) years of experience as an administrator in a school district setting or as a SHRM certified corporate executive with demonstrated successful advancement through the administrative or executive managerial hierarchy required.
- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6 or above required, or meet the eligibility requirement for a Support Personnel License from the Georgia Professional Standards Commission.
- SHRM- Industry Certification, preferred.



Deputy Chief Human Resources Officer

Knowledge, Skills, and Abilities

- Knowledge of organizational and departmental planning procedures; the organization of specific assigned area; budgeting and spending, labor issues and efficiencies; all relevant federal, state, and local employment laws and regulations; DCSS policies and procedures; employee/manpower forecasting; state and local staffing formulas and guidelines.
- Skill in oral, written, and interpersonal communication; highly complex decision making, and critical thinking; developing and maintaining ongoing internal relationships involving difficult, formal negotiations. Excellent interpersonal and networking skills are required for work with interdepartmental and interdivisional teams.
- Ability to recruit, train and motivate employees; engage in analytical processing; lead change process in a large, complex, diverse organization; review established departmental and/or district objectives and strategic goals and make recommendations for improvements using independent judgement and critical thinking skills; establish objectives and procedures governing the performance of assigned activities among employees; maintain confidential information; use relevant computer applications; prioritize assignments; delegate; and manage multiple assignments simultaneously.

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

Supervisory Responsibility

- Delegates to subordinates any of the powers and duties deemed necessary or advisable but continues to be responsible to the Superintendent for the execution of the powers and duties assigned. Directly supervises certified and classified personnel and indirectly supervises all full-time and part-time DCSD employees. Performs supervisory responsibilities in accordance with DCSD policies and applicable laws.

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

Reviewed/Revised: MM/DD/YYYY

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____